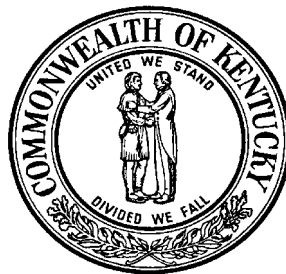


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT OF THE
MARION COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2001
Through November 20, 2002**



**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
www.kyauditor.net**

**144 CAPITOL ANNEX
FRANKFORT, KY 40601
TELEPHONE (502) 564-5841
FACSIMILE (502) 564-2912**

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet
Honorable Raphael Spalding
Marion County Property Valuation Administrator
Lebanon, Kentucky 40033

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Marion County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, record keeping, and leases and contracts for the period July 1, 2001 through November 20, 2002. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Marion County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt and disbursement ledgers are not maintained; receipts and disbursements are accounted for in the bank account checkbook. Due to the number of transactions, we do not believe this is a problem. Bank reconciliations are completed periodically.

Property Valuation Administrator's Response:

None.



Dana Mayton, Secretary, Revenue Cabinet
Honorable Raphael Spalding
Marion County Property Valuation Administrator
(Continued)

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The cities paid the proper amounts to the Property Valuation Administrator, based on property tax assessments and the bills sent by the Property Valuation Administrator.

Property Valuation Administrator's Response:

None.

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted the appropriate statutory contribution required by the Revenue Cabinet and made payments to the Property Valuation Administrator. The Property Valuation Administrator deposited the statutory contribution payments to the local official bank account.

Property Valuation Administrator's Response:

None.

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

Proper purchasing procedures were followed for operating expenditures and supporting documentation was available. We verified that expenditures were for official business.

Property Valuation Administrator's Response:

None.

Dana Mayton, Secretary, Revenue Cabinet
Honorable Raphael Spalding
Marion County Property Valuation Administrator
(Continued)

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

We noted no capital outlay expenditures during the audit period.

Property Valuation Administrator's Response:

None.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Proper purchasing procedures were followed for vehicle lease agreement and supporting documentation was available. We verified that the lease has ended, and determined that services were appropriate.

Property Valuation Administrator's Response:

None.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
November 20, 2002

